

# **REQUIREMENTS**

## **SAFETY AND HEALTH DECISION-MAKING FOR MANAGERS (SHDMFM) (165.8)**

### **FACILITY REQUIREMENTS**

#### **1. Classroom Space**

One classroom approximately 50×30 feet is required. The classroom should contain enough tables and chairs to comfortably seat 30 or more students and provide about 3 linear feet of desk space per student. Two extra tables for instructor use are also needed. The classroom should have adjustable lighting and adequate ventilation and electrical outlets.

#### **2. Facility Access**

**ERTP staff will require 24-hour exclusive access to and use of the classrooms from course setup through closure.** The course director will arrange the initial setup time and discuss exclusive use requirements with the facility contact.

#### **3. Audio-visual Equipment**

The classroom should contain the following materials:

- Multimedia projector and screen for projecting computer datashow, videos, or overhead transparencies.
- Three whiteboards, markers, and erasers.

This equipment will be needed each day. If the materials are not available at the facility, please notify the course director so alternate arrangements can be made to ship these materials to the facility. These arrangements should be made in a timely fashion to ensure availability.

#### **4. Refreshments and Meals**

Coffee and soft drinks that students can purchase should be available near the classroom. A list of nearby, quick-service restaurants and maps to these restaurants should be provided to Environmental Response Training Program (ERTP) Training Registration 8 weeks prior to the course.

#### **5. Telephones**

The facility should have telephones available for outgoing telephone calls. The facility contact should provide the course director with a telephone number that can be used for incoming emergency calls and messages.

#### **6. Maps and Area Information**

A legible map (not hand drawn) indicating the locations of the facility and area hotels should be sent to ERTPT Training Registration 8 weeks prior to the course. Hotel names, addresses, telephone numbers, and regular and government rates should be included. Directions to and from the airport should also be provided, either on the facility and hotel map(s) or on a separate map. In addition, please include the telephone number of the local chamber of commerce.

## **PARTICIPANT INFORMATION**

This course is designed for personnel who develop, manage, or supervise health and safety programs for employees working at hazardous waste sites or treatment, storage, and disposal facilities.

Because the students work in groups and share supplies and resources, no more than 30 participants may be enrolled in each SHDMFM course. Any deviations in class size must be approved in advance by the course director. ERTTP Training Registration and the local contact must coordinate participant registration. Any questions the participants have about enrollment in ERTTP courses should be directed to ERTTP Training Registration (participants in EPA Regions 1, 6, and 8 should direct questions to the regional training contact).

### **The local contact should inform participants of the following course-related information:**

- No special clothing is required; casual dress is encouraged.
- The course lasts 2 days.
- Class begins at 8 a.m. on Tuesday; the course ends on Wednesday at approximately 5:00 p.m.
- To receive an EPA course certificate, 100-percent attendance is mandatory.

## **SHIPPING REQUIREMENTS**

### **1. Facility Contact**

The name and telephone number of the facility contact should be provided to ERTTP Training Registration. The facility contact will be responsible for receiving a Federal Express and/or United Parcel Service shipment of approximately 12–15 boxes with a total weight of 500 pounds. The boxes must be stored in a secured area for 1–3 days prior to the beginning of the course. Course instructors will require access to these materials at the time of course setup.

### **2. Equipment Delivery**

All course materials and equipment are shipped via Federal Express and/or United Parcel Service. The physical address (if different from the mailing address), telephone number, and hours of operation for the facility must be provided to ERTTP Training Registration so shipping arrangements can be made. Federal Express and/or United Parcel Service will not deliver to a post office box or leave materials after hours.

Equipment is usually delivered by 4:30 p.m. on the Friday before the course. The course director will verify whether the shipment has been received at the facility. ERTTP staff will call Federal Express and/or United Parcel Service to trace the shipment, if necessary.

If any problems develop concerning the Federal Express and/or United Parcel Service delivery, please notify the course director or Todd Cheek by calling 513 251-2730.

### **3. Shipping Equipment**

Normal Federal Express and/or United Parcel Service pickup for materials being shipped back to the ERTTP Training Center in Cincinnati, Ohio, is on Friday between 12:00 noon and 4:30 p.m.